

Photographic Documentation for National Park Service (NPS) Register Nominations And Virginia Department of Historic Resources (DHR) Basic Survey

Please include one of the following options with your nomination (each item will be described in detail below):

- In each case DHR needs either a set of slides or a CD with all the photographs -

1. **35 mm Photographs** - Two sets of Black and White (B&W) photographs to match the photograph list in the nomination; and one set of any extra photographs; and the negatives.
2. **Digital Photographs** - Two sets of Black and White (B&W) photographs to match the photograph list in the nomination; and one set of any extra photographs; and one CD with the photographs to match the photograph list in the nomination.

For individual resource nominations: 4 – 8 photographic views are sufficient, including both interior and exterior views.

For historic district nominations: 8 – 12 photographic views are sufficient, including some single buildings and some streetscapes.

Printed Photographs: Printed size can either be 3½" x 5", 4" x 6", or 5" x 7" (publication photograph no longer necessary). Photographs must be B&W and printed on B&W paper or the equivalent in 75-100 year archival paper. Be sure to include a continuation sheet (after Section 10) in the nomination that provides all the information common to all photographs followed by a photograph list providing information pertinent to each individual photograph. Each photograph should then be labeled with a soft pencil (8b or 9b) or a china marker (no adhesive labels) with a minimum of the resource name, city/county/state, and the photograph number that corresponds to the photograph list. For guidance refer to NPS Bulletin #16-A online at <http://www.cr.nps.gov/NR/publications/bulletins/nrb16a/>. The alternative is to follow the DHR survey photography guidelines as described below. The photographs matching the nomination list may be turned in loose. However, all photographs to be turned into the archives **must** be put into photograph sleeves as noted in the survey photography guidelines below. For acceptable ink and paper combinations, refer to the NPS photograph policy regulations at <http://www.cr.nps.gov/NR/policyexpansion.htm>. For assistance in taking quality photographs, see NPS Bulletin #23 at <http://www.cr.nps.gov/nr/publications/bulletins/photobul/>.

Negatives: Each roll of 35mm film receives a unique 5-digit negative number that is assigned by the DHR Archivist in Richmond at (804) 367-2323, extension 124. Negatives must be submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames. Each strip must have the five-digit DHR negative number written between sprocket holes at the top right corner. Label the top of each negative sheet with the negative number, date, and the resource's name and file number. Attach a sheet of paper to each negative holder listing frames and a brief description of each frame (e.g. west elevation, east elevation, living room mantel, smokehouse, etc.). This list is separate from the photograph list used with your nomination. Contact archivist for questions.

Slides: Ten (10) to fifteen (15) slides, interior and exterior, for individual properties and general views for historic districts are required for the final presentation, or a CD with all the photographic images. Please label each slide with resource name and location. Slides are to be submitted in archival sleeves, similar to the photograph and negative sleeves.

Computer Disk: DHR now asks that you submit your nomination in hard copy form as well as in disk format (Word Perfect or MS Word) so it can be downloaded into our archives database and onto our web site. Please make sure the entire nomination is in **one document** and not in separate parts for each section, including the **inventory section** for historic districts. **The nomination will be returned if it is not presented in one document.** This CD may also contain all the photographs that have been taken for the resource if they are in digital format.

Photographic Disk: Prints produced from digital photographs submitted as official documentation must be accompanied by corresponding electronic image files. Electronic image files must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media, in keeping with guidance on digital photographic records issued by the U.S. National Archives and Records Administration. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white. The file name for each electronic image saved on the CD-R must correspond with the photograph log included in the nomination and the information labeled on the back of each photograph, and it should also reference the state and county in which the property is located. For example, the image files for the James Smith House in Jefferson County, Alabama, would be saved as "AL_JeffersonCounty_Smith1.tif," "AL_JeffersonCounty_Smith2.tif," and so forth. Label the CD itself with the Resource Name, City/County/State, DHR File Number, and Date.

There are two options for submitting photographs for DHR architectural surveys: traditional 35mm black-and-white or digital images. The following are requirements of all photographs submitted to DHR. Below these general guidelines are the technical requirements for each type of image.

Example of accurately labeled photograph (reverse side):

- 65123
127-9999
March 2, 2006
Bob Smith
Barn, East Elevation

Slides: A survey project may require color slides for intensive-level surveyed properties, public slide presentations, or to accompany Preliminary Information Forms. Slides are labeled with the resource name, DHR identification number, location (county, independent city, or county-town), and date (if it does not appear on the matte).